

**DESCRIPTION:** 2016 Linen Services

**SOLICITATION NUMBER:** 1464-16-R-IFBD-00003

**BID DUE DATE AND TIME:** November 11, 2015 AT 2:00 P.M. LOCAL TIME

The Mississippi Department of Wildlife, Fisheries and Parks will accept sealed bids until **2:00 p.m., November 11, 2015** to be opened immediately.

**Bid Opening Location:** MS Department of Wildlife, Fisheries and Parks  
Attn: Purchasing Department  
1505 Eastover Dr.  
Jackson, MS 39211-6374

For questions regarding Specifications and General Terms and Conditions contact:  
**Esther Young**  
**Director, Purchasing/Accounts Payable**  
**(601) 432-2081**  
**[esther@mdwfp.state.ms.us](mailto:esther@mdwfp.state.ms.us)**

Noticed is hereby given that sealed proposals will be received in the Parks Office of Department of Wildlife, Fisheries & Parks, 1505 Eastover Drive, Jackson, Ms 39211 at **2:00pm, on November 11, 2015** and any proposal submitted after this time will be rejected and returned unopened.

**A. General Information**

1. Type of Service: This is an invitation to bid to provide linen services to the Mississippi State Parks. Such linen service shall include, but not be limited to, providing pick-up of soiled linens and delivery of clean linens at such times and upon such schedule as shall be determined by the Contractor and the manager of the Park where the services are to be rendered. The written (type-written) proposal shall be for providing **Mississippi Department of Wildlife, Fisheries & Parks (MDWFP)** with the linens and the linen service.
2. Place of Service: Service is to be provided at 17 parks statewide. Respondent's proposal will be for all 17 parks. (See "**Attachment 1**" for list of parks).
3. Independent Contractor: In performing services under this agreement, vendor shall be deemed an independent contractor and shall not act as nor is an agent or employee of **MDWFP**. As an independent contractor, the vendor will be solely responsible for determining the means and methods for performing the services described in the specifications. All of the vendor's activities will be at its own risk and vendor is hereby given notice of its responsibility for arrangement to guard against physical, financial, and other risks as appropriate. Vendor shall observe and abide by all applicable laws and regulations including, but not limited to, those of **MDWFP** relative to conduct on its premises.
4. Quality of Service: Vendor agrees to perform its services with that standard of care, skill, and diligence normally provided by a professional organization in the performance of services. All work shall be performed to the complete satisfaction of **MDWFP**.
5. Waive Informalities: **MDWFP** reserves the right to waive minor informalities and to reject any and all proposals.
6. Contact: Any questions regarding the IFB should be directed to Esther Young, Purchasing Department, in writing at [esther@mdwfp.state.ms.us](mailto:esther@mdwfp.state.ms.us) no later than 5:00pm on November 02, 2015.
7. Vendors are responsible for examining all specifications, terms, conditions, and instructions in the IFB. Failure to do so will be at the vendor's risk.

8. Reason for Rejection. **MDWFP** reserves the right to reject proposals for any reason, which reasons may include, but shall not be limited to:
- ❖ Failure to follow specifications and instructions contained in the IFB.
  - ❖ A response that alters terms or limits contained in the IFB.
  - ❖ Any response determined by **MDWFP** being unreasonable in terms, cost, etc.
  - ❖ References insufficient/unacceptable as determined solely by **MDWFP**.
9. The information provided within this proposal is intended to assist vendors in the preparation of a proper response to this IFB. This IFB is designed to provide interested vendors with sufficient basic information to submit proposals meeting minimum requirements; but is not intended to limit a proposal's content, nor to exclude any relevant or essential information or data thereof. Vendors are permitted to (and encouraged to) expand upon specifications to evidence service capability under any agreement.
10. This IFB does not commit **MDWFP** to contract for any requirements detailed in this document. **MDWFP** reserves the right to reject any or all offers and to waive minor informalities and minor irregularities in the proposal received.
11. **MDWFP** is under no obligations, however, to select any of the prospective vendors nor is it obligated to select the lowest priced proposal if in its sole discretion another vendor is better qualified to provide the desired services.
12. The **MDWFP** is an agency of the State Government of Mississippi and dependent upon annual appropriations from the Legislature for its operating funds. In the event **MDWFP** is not granted operating appropriation for any fiscal year within the term of the contract and operating funds are not otherwise available, the **MDWFP** shall have the option of terminating any contract. **MDWFP** shall not, following such termination, replace the award for any other similar or dissimilar services performed by an outside contractor.
13. **MDWFP** is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration made unlawful by federal, State, or local laws. All such discrimination is unlawful and the contractor agrees during the term of the agreement that the contractor will strictly adhere to this policy in its employment practices and provision of services. The contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

**B. Insurance (Certificate required at opening)**

Prospective vendor will be expected to maintain the following:

Workers Compensation	Statutory
Employers Liability	\$1,000,000
Bodily Injury Liability, Except Automobile	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage Liability	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Excess Umbrella Liability	\$3,000,000 Each Occurrence

Workers Compensation is a statutory requirement set forth in Miss. Code Ann. Section 71-3-5, et. Seq.

**The Certificate of Insurance must be submitted with the Proposal.** Failure to provide this documentation shall eliminate the vendor from further consideration.

**C. Contract Type and Terms**

Contract will be a Fixed-Price Contract with Price Adjustment option and will be effective for one year with optional renewals not to exceed three years in the aggregate.

**D. Scope of Services.**

The Contractor shall perform and render the following services:

The Contractor shall provide clean linens for the MDWFP operations at state parks. Such linen service shall include, but not be limited to, providing pick-up of soiled linens and delivery of clean linens at such times and upon such schedule as shall be determined by the Contractor and the manager of the Park where the services are to be rendered. This IFB incorporates all terms and conditions set forth in the Sample Contract (Attachment 4).

**E. Linen Quality**

The vendor will furnish all new linen (bath towels, cloths, hand towels, bath mats, flat and fitted sheets, pillow cases, mattress pads, dish/bar towels, laundry bags, aprons, dust mops and door mats) at the beginning of the contract period. All linens provided shall be of good repair and meeting acceptable health standards for public use. Linens shall be white in color and shall not contain any logos or prints. Sheets and pillow cases shall be white percale, have a minimum of 180 thread count. Bath towels and bath cloths shall be terry and have a minimum cotton content of 86%. The following is the minimum/maximum sizes that will be used at Mississippi state parks:

Bath Towels	27" x 48"
Bath Cloths	12 x 12"

Hand Towels	18 x 48
Grill Towels	15 x 17
Napkins	19 ½ x 19
Tablecloth	52 x 114
Sheets, Flat -	Twin size, Full size and Queen size
Sheets, Fitted -	Twin size, Full size and Queen size
Pillow Cases -	standard
Blankets –	Twin size, Full size and Queen size
Mattress Covers	Twin size, Full size and Queen size
Scraper Mat	3' x 5'
Door Mat	3' x 5'
Bath Mat	25 ½ x 19
Dust Mop	24" and 48"

#### F. Unit Pricing

Please provide your unit rental price per item along with your replacement costs per item. **See "Attachment 2"** (Linen amounts in "Attachment 2" are based on an average busy week and not indicative of volume year around). Please note that the amount of linens that are picked up are to be returned.

#### G. Replacements

Any requests for claimed additional loss by the contractor shall be required to include proof to the satisfaction of **MDWFP** that the loss did occur. By submitting a proposal, the contractor acknowledges that the decision of **MDWFP** shall be final in these instances. Any linen claimed to have been lost, stolen, or maliciously damaged will be billed for separately from the weekly billing service, and include all supporting documentation as required by **MDWFP**. All unit costs for replacements must be quoted in your proposal. **See "Attachment 2"**.

No weekly, monthly, quarterly, semi-annual, or annual loss billing (without documentation noted above) is a component of this solicitation, nor will it be acceptable.

#### H. Inventory Control

All linens delivered and picked up will be counted and documented on a weekly basis. Documentation must be approved by **MDWFP's** park manager and/or his designee. Vendor will be required to leave documentation with **MDWFP** weekly on exact quantities that have been delivered and exact quantities that have been picked up. Any shortages will be clearly documented weekly.

#### I. Delivery Times

Delivery/Pick-Up Hours. All delivery and pick up services shall be conducted weekly between the hours of 8:00 a.m. – 5:00 p.m., seven (7) days a week, excluding holidays. No

work shall be conducted outside of these hours without the express written approval, documented by the park manager of MDWFP. Delivery and Pick-Up will be to/from the inside of the laundry building. When a holiday falls on a scheduled delivery day, the vendor shall notify the park manager who will determine the time and amounts of deliveries for that specific time period.

**J. Containers & Packaging**

The vendor shall provide transportation containers for all linen. All linens shall be delivered and stored in poly wrapped bundles of a size easily lifted/transported by facility staff. Different linen items shall not be bundled together. For example: sheets with sheets and towels with towels.

**K. References/Qualifications**

Three references must be provided with the vendor's proposal. Reference must have received service from the vendor for a minimum of 24 months and have a similar number of linens. Vendor shall also include a list of all accounts they have lost over the last 12 months. A qualified vendor must have been in the linen rental/cleaning business for a minimum of five (5) years. All vendors shall list the number of years in business in their proposal. Vendor acknowledges that the suitability and acceptability of references shall be determined by **MDWFP** exclusively.

**L. Awarding the Contract**

Awards will be made based on the lowest and best bid total figure. However, we reserve the right to award in the best interest of the Mississippi Department of Wildlife, Fisheries and Parks.

It is the intent of the Mississippi Department of Wildlife, Fisheries, and Parks to award this contract/bid as a sum and **not** a line-by-line basis. Although bidders are allowed to bid on single items, bidders who can provide an item majority will be considered above single item bidders.

Factors to be considered in determining the best bid include:

- ❖ Price
- ❖ Number of items being bid
- ❖ Conformity with Specifications
- ❖ Responsibility of Bidder
- ❖ Bidder's ability to deliver and/or supply

## 1.5 SUBMISSION REQUIREMENTS

1.5.1 All bids must be submitted electronically. Bids submitted by mail or email will not be accepted. Please refer to the links below for the Vendor Registration website as well as tutorials. Please contact the MASH Help Desk (601-359-1343) if you require any assistance.

### **Registration Website**

[https://sus.magic.ms.gov/sap/bc/webdynpro/saprm/wda\\_e\\_suco\\_sreg?sap-client=100#](https://sus.magic.ms.gov/sap/bc/webdynpro/saprm/wda_e_suco_sreg?sap-client=100#)

### **Tutorial For Registration Process**

[http://uperform.magic.ms.gov/ucontent/7506bb9015c348dd8c10223a706188d0\\_en-US/course/html/course.htm](http://uperform.magic.ms.gov/ucontent/7506bb9015c348dd8c10223a706188d0_en-US/course/html/course.htm)

### **Tutorial for Bid Submission**

[http://www.mmrs.state.ms.us/vendors/Supplier\\_Training.shtml](http://www.mmrs.state.ms.us/vendors/Supplier_Training.shtml)

Click on Supplier Self Service eLearning

Then Click Launch Course

In the top right corner, click MENU

Find Lesson 2: RFx

And follow the instructions.

1.5.2 Upload the following documents:

**Bid Proposal Form.** Complete the bid proposal form and upload the document. The attachment should be named *Bid Proposal Form*.

## Terms and Conditions

1. The Mississippi Department of Wildlife, Fisheries and Parks reserves the right to reject any and/or all bids, to waive any informality in bids, and unless otherwise specified by the bidders, to accept any items on the bid. If the bidders fail to state the time within bids must be accepted, it is understood and agreed that the Mississippi Department of Wildlife, Fisheries and Parks shall have sixty (60) days to accept.
2. A written contract award letter mailed or otherwise furnished to the successful bidder within the time of acceptance specified in the Invitation to Bid, results in a binding contract without further action by either party.
3. No bid shall be altered or amended after the specified time for opening bids.
4. Contracts and purchases will be made or entered into with the lowest and best, responsible bidder meeting specifications.
5. If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for price increase, that vendor shall be removed from our bidders' list for a period of twenty-four (24) months.
6. Bid openings will be conducted open to the public. However, they will serve only to open bids. No discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. All bidders are invited and encouraged to attend the bid opening meeting to review the submitted bids. After the close of the bid opening meeting, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Questions shall not be answered as a result of telephone inquiries.
7. Invoices are to be emailed to [supportservices@mdwfp.state.ms.us](mailto:supportservices@mdwfp.state.ms.us). Each invoice should be uploaded as a separate document.

Invoices can also be mailed to:

Accounts Payable  
Mississippi Department of Wildlife, Fisheries and Parks  
1505 Eastover Drive, First Floor  
Jackson, Mississippi 39211-6374

Payment will be made no later than 45 days after receipt of merchandise.

8. Questions or problems arising from bid procedures or subsequent order and delivery procedures should be directed to:

Esther Young, Director of Purchasing and Accounts Payable  
1505 Eastover Drive, First Floor  
Jackson, MS 39211



Email address: [esther@mdwfp.state.ms.us](mailto:esther@mdwfp.state.ms.us)

9. Protest regarding this Invitation to Bid is governed by the Mississippi Procurement Manual, Section 6.

The manual may be viewed at <http://www.dfa.state.ms.us/Purchasing/ProcurementManual.html>

Pursuant to Section 6.101.02 and 6.101.03, Vendors must protest within seven (7) days after they know or should have known of the facts giving rise to the protest. Protests involving the Invitation to Bid and any of its contents should be made within seven (7) days of the posting of the Invitation to Bid.

When all *Proposals* have been read, recorded and results posted, a Proposing Firm may choose to protest the award.

All protests must be made in writing to the Mississippi Department of Wildlife, Fisheries and Parks contact provided herein above (page 2), with copy to:

Chief Procurement Officer  
Woolfolk Building, Suite 701  
501 North West Street  
Jackson, Mississippi 39201

No protests will be considered later than seven (7) days following the posting of the INTENT TO AWARD notification.

The letter of protest should identify the Project, include what is being protested, why it is being protested, and be signed by the individual who is protesting.

10. E-Verify.

Contractor/Seller represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, et seq of the Mississippi Code Annotated (Supp 2008), and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor/Seller agrees to maintain records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. Contractor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor/Seller understands and agrees that any breach of these warranties may subject Contractor/Seller to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit certification or other document granted to Contractor/Seller by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Contractor/Seller would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit."

The State requires the Contractor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies using the Mississippi Accountability System for Government Information and Collaboration (MAGIC) shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

11. If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. **The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event.** Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.